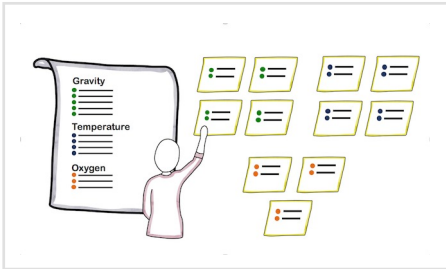


Lesson Plan

This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.



commoncraft.com/video/presentation-planning

ISTE Standard:

**Creative Communicator,
Indicator 6a**

ACRL Info Literacy Frame:

**Information Creation as a
Process**

Presentation Planning

Explained by Common Craft

All great presentations have one thing in common: they are well organized. This video illustrates how to plan your next presentation so that your audience easily understand what you have to say.

Learning Outcomes

- Create an organized and visually interesting presentation
- Organize thoughts and ideas using sticky notes
- Develop a presentation outline
- Transfer a presentation outline into presentation software
- Design presentation slides that are visually interesting

Discussion Questions

Q #1

Aside from using sticky notes, what method or tools have you used to organize and group ideas?

Q #2

Think of a great presentation you have seen in the past. What aspects of the presentation made it great?

Q #3

Think of a really boring presentation you have seen in the past. What aspects of the presentation made it boring?

Knowledge Check Q&A

Q

Why does organizing ideas in a logical way help your presentation?

A

It makes your presentation easy to follow.

Q

What are three steps are involved in converting ideas to specific points for a presentation?

A

1) Document the ideas you want to cover. 2) Organize the ideas into groups. 3) Determine what to say about each idea.

Q

True or False. The most effective presentations make use of large quantities of text on each slide.

A

False.

Q

Besides words, what else can you place on a slide to support the points you'll make during your presentation?

A

You can place visuals such as photos, drawings, diagrams or shapes.

Resources for Learning More

Purdue Owl

"Designing an Effective PowerPoint Presentation: Quick Guide"

<https://owl.english.purdue.edu/owl/resource/686/01/>

TEDx Talk

David JP Phillips
"How to avoid death by PowerPoint" 4/14/2014

<https://www.youtube.com/watch?v=lwpi1Lm6dFo>

Fast Company

"PowerPoint isn't dead yet: Three presentation tips that still work in 2017" 1/14/2017

<https://www.fastcompany.com/3067024/powerpoint-isnt-dead-yet-three-presentation-tips-that-still-work-in-2017>

Vanderbilt Center for Teaching and Learning

Derek Bruff
"Finding non-copyrighted images for presentations" 1/18/2013

<https://cft.vanderbilt.edu/2013/01/finding-non-copyrighted-images-for-presentations/>